

## **Sponsoring Educational Institutions**

*Welcome* to Universities, Colleges and their associated graduate medical and health education programs! Thank you for visiting our website. Should you have any questions that are not covered on this page, please call us at **(910) 907-8625** so that we can assist you. The Womack Army Medical Center Division of Medical Education is very proud of our state-of-the-art hospital and health clinics, and we want to help your students get a great learning experience at our facility.

Army regulations require us to have a Civilian Affiliation Agreements with civilian educational institutions before we can accept any student or groups of students for training at Womack Army Medical Center. To initiate the agreement process, please complete our template, [Civilian Affiliation Agreement Request Form](#), and return to the Womack Army Medical Center Division of Medical Education Administrator via e-mail at: [usarmy.bragg.medcom-wamc.list.wamc-dme-admin@mail.mil](mailto:usarmy.bragg.medcom-wamc.list.wamc-dme-admin@mail.mil).

The Womack Army Medical Center Division of Medical Education Administrator will coordinate with Womack Army Medical Center student coordinators or preceptors in the specialty or clinical domain of interest to confirm the capability and the capacity to provide the requested training experience for your students. After the Womack Army Medical Center coordinator or preceptor reviews and endorses your request, our Division of Medical Education Administrator will send an email to your university or college program Coordinator to confirm approval or to explain any need to decline your request.

Approved requests are reviewed by one of our two Division of Medical Education committees, the Graduate Medical Education or Professional Allied Health Committees. When the request is approved by one of these governing educational committees, the Division of Medical Education Administrator will email a Word file of the required Civilian Affiliation Agreement to the school or college Coordinator for signature by your school program official authorized to sign these affiliation agreements.

Please return the two signed original Civilian Affiliation Agreements to us, and we will obtain the necessary Departmental Staff review and signature by our Womack Army Medical Center Commander, the Chief Executive Officer and the regulation-designated signature authority for these agreements. One original copy of the signed agreement will be returned to the school or college Coordinator, and the Womack Army Medical Center Division of Medical Education Administrator will work to coordinate your training request on behalf of your student or students.

Please note that each student must also go visit the student page of this website and enter the [Division link](#). Students should follow the forms link and complete all of the required application documents. If the students will be at our facility for more than 180 consecutive days or if they will be involved with the care of children under age 18, electronic security clearance is required that can take more than a month. Please reinforce the importance of adhering to the [RECOMMENDED TIMELINE](#).

Sponsoring civilian educational institutions requesting rotations for multiple students need to complete scheduling form with the required information. The [RECOMMENDED TIMELINE](#) will help sponsoring institutions to understand our requirements and constraints.

Army Regulation 351-3, Professional Education and Training Programs of the Army Medical Department, recognizes that both Army Medicine and civilian education may benefit from an exchange of information and clinical expertise. This regulation requires that training affiliation programs must serve the best interest of the Army and must not detract from the medical mission of the Army medical facility or the education and training needs of Army Medicine personnel. We weigh all requests for clinical rotations to make sure that we can provide a top-notch experience for your learner that does not detract from our mission requirements.

It sounds complicated, but the process really works well, and we welcome hundreds of students every year to Womack Army Medical Center where they can grow as students in their professions as they join us in caring for America's Finest at Fort Bragg!

**\*\*Forms:**

- [Clinical Rotation Request](#)
- [Civilian Affiliation Agreement Request Form](#)
- [Recommended Timeline](#)

***IMPORTANT INFORMATION CONCERNING ALL SUBMITTED DOCUMENTS:***

**PRIVACY ACT INFORMATION:** The authority for collection of information is Title 10, U. S. Code, section 1552, EO 9397. The principal purpose is for the enrollment of students at Womack Army Medical Center (WAMC). Routine Use: None. Disclosure is voluntary; however, failure to provide identifying information may impede your ability to request and enroll at WAMC.

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**WARNING:** Emailing of this information is at the discretion of the applicant and uses the applicant's email system. Womack Army Medical Center does NOT assume any liability for the interception of the information contained on this form. Use the following site for encrypting any emails sent to WAMC:

<https://safe.amrdec.army.mil/SAFE/Welcome.aspx>